

Position Description

Leasing Administrator

Position Summary and Objectives

The Leasing Administrator reports to the Director, Leasing and is responsible to provide reliable, timely, and efficient support for Crown Property Management's Leasing Team and executive management. Additionally, this role will facilitate continuous improvement in office systems and procedures at Crown's corporate head office to ensure an efficient and productive operating environment.

Responsibilities

General Leasing Support

- General documentation assistance as required (Offer to lease, waivers, etc.) from templates
- Liaising with space measurement firms and architects to coordinate and obtain certified building floor plans, relevant drawings, and site plans.
- Completing expenses for leasing group
- Setting up and administering trade records for all lease transactions as per Real Estate Council of Ontario requirement.
- Coordinating with accounting department to prepare leasing fee invoices and track external broker fees, space planners, legal and other invoices.
- Inputting transaction information into internal system for completed transactions for quarterly reporting

Legal Support

- Preparing and sending tenants' authorized representatives updated lease documents to reflect new suite sizes using company's standard template.
- Circulating finalized lease documents to tenants and internal team.
- Filing and organizing all other lease related documents in the appropriate directories within the online shared directory and physical files in the basement storage.
- Preparing right of first offer and right of first refusal letters based on company's standard templates.
- Preparing simple lease documents based on company's standard templates
- Updating deal process on VTS system as required

Marketing Support

- Ensuring data integrity for Crown's marketing materials, reviewing/cross referencing sizing and availability on all mediums
- Coordination of marketing materials including print materials, in-suite installations, maintenance of property microsites and other collateral
- Working with outside designers to create new collateral required for marketing of new properties
- Updating MLS documents and ensuring Crown listings are up to date on industry listing services
- Assist with execution of marketing promotions as required

Other Marketing Support Depending on Skillset

- Creating and executing social media posts and contributing to social media calendar
- Copywriting: generating content for website, social media and industry publications
- Adding content to keep corporate website current and optimized for SEO

Provide Accurate and Reliable Executive Administrative Support

- Assist in the preparation and finalization of investor reporting packages, i.e., quarterly reports, budgets,
- Assist with investor relations including organizing investor meetings, preparing reports, etc.
- Prepare and ensure accuracy of expense reports for the Partners and leasing department and that they are prepared on a minimum quarterly basis
- Collection of documents including cash calls, investor resolutions, etc.
- Respond to information requests from internal and external sources
- Ensure timely property incident reporting and being the liaison between on-site staff and insurance company
- Coordinate corporate memberships including ULI, CREW, NAIOP, REALPAC etc. ensuring they are active and renewed on time

Perform other related responsibilities as requested from time to time

Qualifications

Education

- Post-secondary education in Business? and Accounting? Marketing?;

Professional Experience

- Minimum of 3 years administrative experience in commercial real estate
- Highly proficient in Microsoft Word, Excel, PowerPoint and Outlook;
- Knowledge of Adobe Illustrator;
- Knowledge of Toronto Real Estate Board MLS system a benefit

Personal Competencies

- Supports teamwork environment with positive and professional attitude
- Open to learning, developing new skills/knowledge
- Focuses on results: anticipates problems, identifies solutions, takes action
- Understands all aspects of job - impact on business goals
- Proactively assesses, responds to workflow deficiency, adheres to CPMI policy
- Goes the "extra mile" to understand and respond to tenant/customer needs
- Flexibility to changing work conditions including interruptions and multi-tasking ability
- Behaves and makes decisions that support Crown's goals/objectives
- Conducts business consistent with sustainability
- Strong written and verbal communication skills
- Understand basic financial management; specifically procedures for expenses/revenues
- Ability to work independently and under pressure, deal with deadlines
- Demonstrates integrity in decision making, listening, treatment of others
- Mentors and develops others - self confidence



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To apply for this position, please email your cover letter along with your resume to careers@cp-cpmi.com with Property Administrator Position in the subject line. Only applicants that are being considered for this position will be contacted.